

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Operating Engineer I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs operation, maintenance and minor repairs. Makes minor repairs throughout facilities as necessary. Repairs and adjusts security systems. Maintains integrity of building systems. Operates and maintains decorative fountains and pools.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Maintains and performs preventive maintenance on HVAC systems by checking operating equipment for proper running conditions, checking safety aspects, cleaning, greasing, lubricating and changing belts, pulleys, bearings and linkages as necessary, removing and replacing defective devices and checking thermostats and controllers for proper operation.
2	M	Makes minor repairs by changing light bulbs in buildings, replacing handicapped seating and repairing toilet flush valves and restroom sinks as needed.
3	M	Repairs and adjusts security systems by replacing or repairing the component level of surveillance equipment, intercom systems, access control systems and fiber optic receivers and transmitters.
4	M	Maintains integrity of building systems by supervising and controlling software tours of the buildings, checking for corrections and checking operation of the boiler and chiller systems and the thermal storage tank system.
5	M	Operates and maintains decorative fountains by cleaning the fountains and pumping system and performing preventive maintenance repairs to system, motors, pumps, valves, controllers, spray bars and nozzles.
6	M	Maintains swimming pools by checking water chemistry, taking water samples, adding chlorine, CO2 and other chemicals, purchasing and collecting chemicals and parts, installing and removing circulator pumps and motors, checking operations of boilers, hot water heaters and air conditioning units, checking operations of chemical feed pumps and filtration systems, taking parts and pumps for repair, keeping pools clear of debris, cleaning areas around and inside pools, repairing and reporting broken equipment and building problems and supervising personnel in the repair and maintenance of pools operation and equipment.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One years experience as HVAC Technician or in General Maintenance of HVAC equipment.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read blue prints, wiring diagrams, log books, work orders, schedules, event sheets, general correspondence and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write log books or record keeping, work orders, general correspondences and memorandums.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations who may include Service Representatives or Mechanics. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	On ladders, changing light bulbs, maintenance or repair of heating or AC units
Sitting	F	Computer, desk work, equipment operation
Walking	C	Inter-office, to/from various equipment locations, to/from various departments
Lifting	F	Motors, equipment, handicap seats, boxes, tools, light bulbs
Carrying	F	Motors, equipment, handicap seats, boxes, tools, light bulbs
Pushing/Pulling	F	Handicap seats
Reaching	O	Handicap seats, light bulbs
Handling	O	Motors, equipment, handicap seats, boxes, tools
Fine Dexterity	F	Computer keyboard, writing
Kneeling	O	Working on handicap seats, working on exhaust fan
Crouching	O	Working on handicap seats, working in confined areas
Crawling	O	To retrieve equipment up in ceilings
Bending	O	Working on handicap seats, picking up boxes
Twisting	O	Working on handicap seats, picking up boxes
Climbing	C	Stairs
Balancing	N	On stairs
Vision	C	Computer, desk work, equipment operation, working on or removal of handicap seats, maintenance or repair work
Hearing	C	Co-workers, supervisor, equipment noises or sounds
Talking	C	Co-workers, supervisor
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, InSight 3.2 EMS, SIBE DDS, various hand tools, wrenches, screwdrivers, ratchet, sockets, pipe wrenches

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	S	Darkness or Poor Lighting	D
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Arena & Theater

PROTECTIVE EQUIPMENT REQUIRED:

Safety shoes/boots, safety glasses, goggles

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)